SME Transact

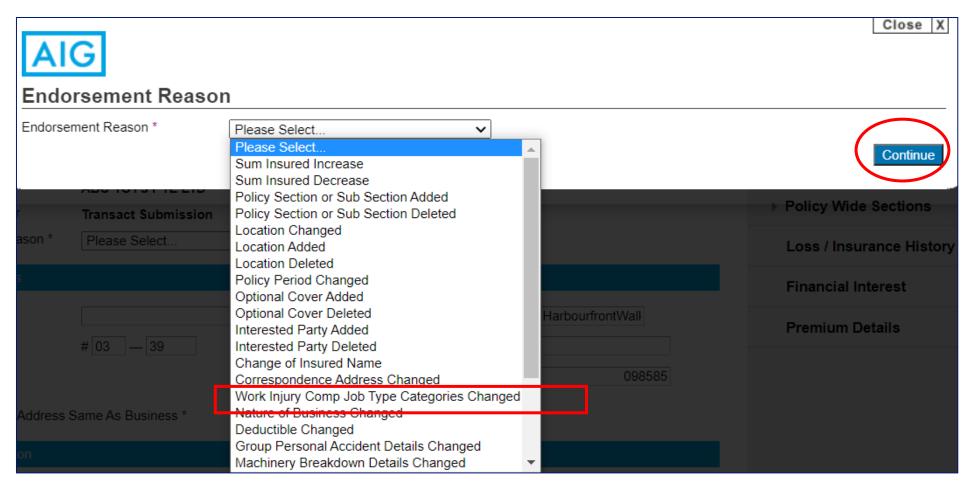
Guide to pass an endorsement

Common Endorsement (2) : Add WICA Work Category Mid Term

Add WICA Work Category

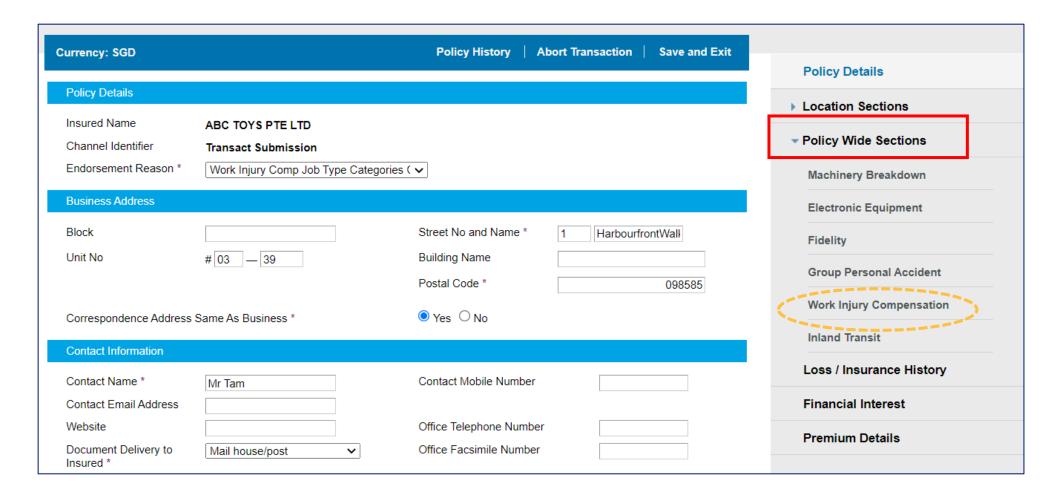
Continued from Step 5 from the previous section.

- 6. Select the Endorsement Reason "Work Injury Comp Job Type Categories Changed".
- 7. Click on "Continue".



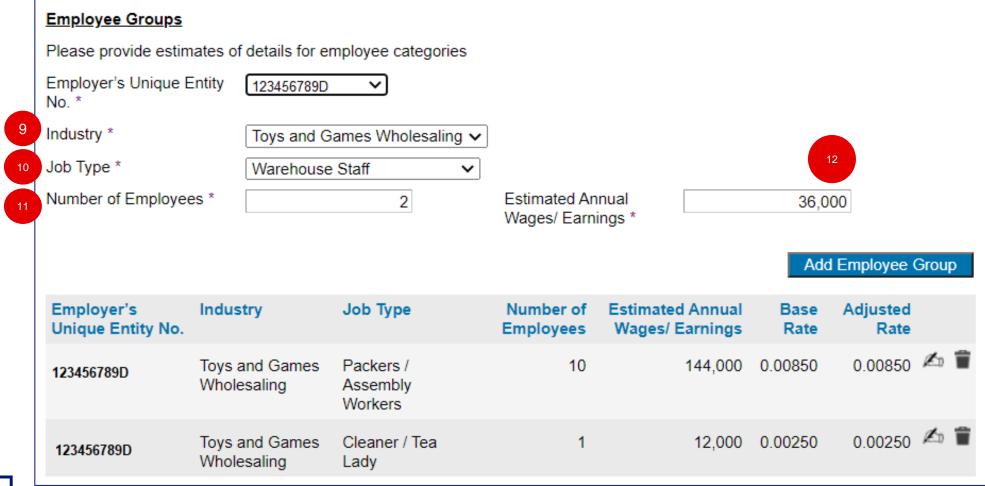


8. Under Policy Wide Sections, select Work Injury Compensation.



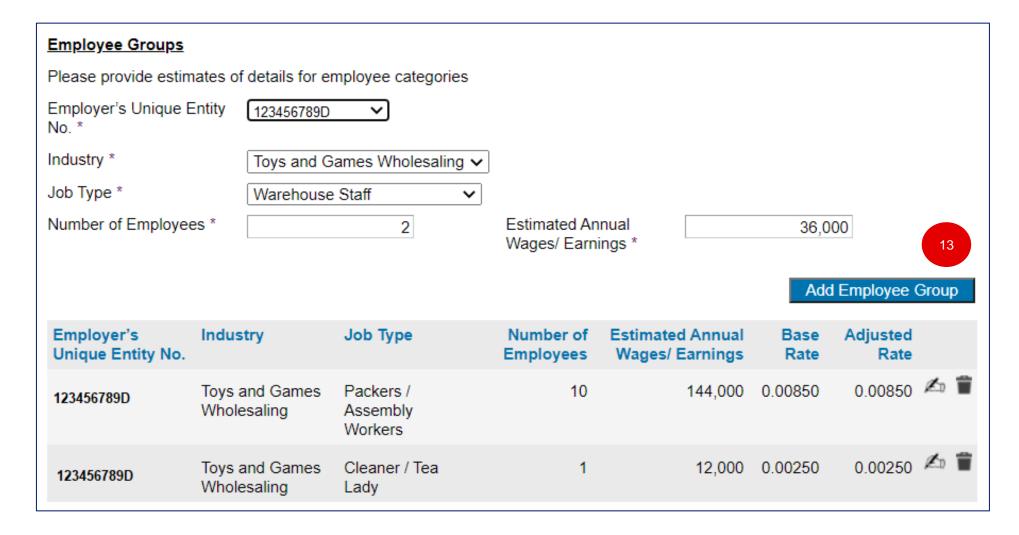


- 9. Under Industry, select the NOB where the new Job Type is to be added
- 10. Select the new Job Type to be added
- 11. Key in the number of employees to be added for the new Job Type
- 12. Key in the annual estimated wages of the new Job Type to be added





13. Click on "Add Employee Group"





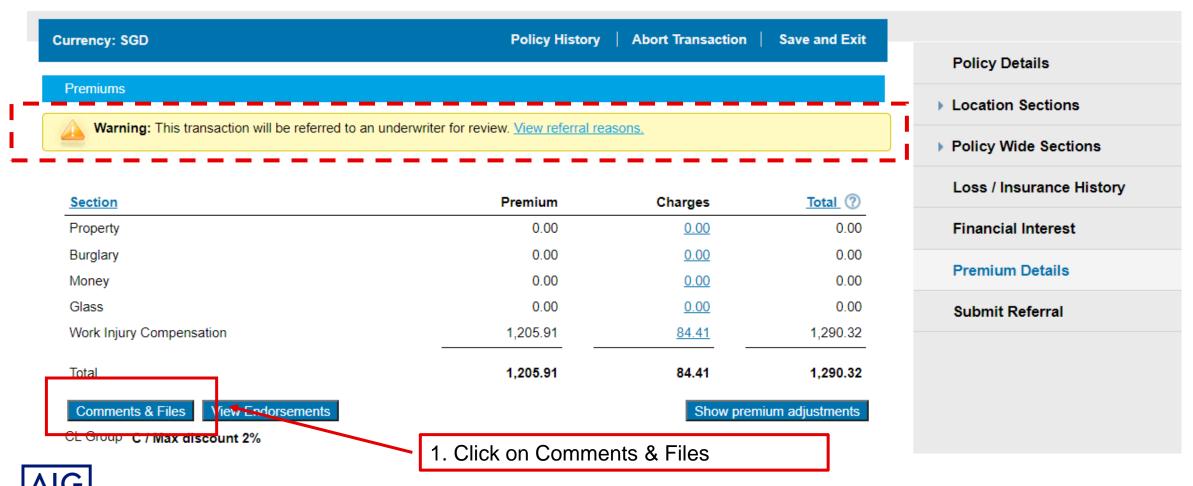
- 14. Click on "Premium Details" to view the premium adjustment.
- 15. Click on "Bind Endorsement" to bind the transaction.

rrency: SGD				Policy Details
remiums				▶ Location Sections
Section	Premium	Charges	Total ?	
Property	0.00	0.00	0.00	Policy Wide Sections
Burglary	0.00	0.00	0.00	Loss / Insurance Histo
Money	0.00	0.00	0.00	
Glass	0.00	0.00	0.00	Financial Interest
Work Injury Compensation	1,205.91	<u>84.41</u>	1,290.32	
Total	1,205.91	84.41	1,290.32	Premium Details
Comments & Files View Endorsements	Show premium adjustments			Bind Endorsement
- Group C / Max discount 2%				



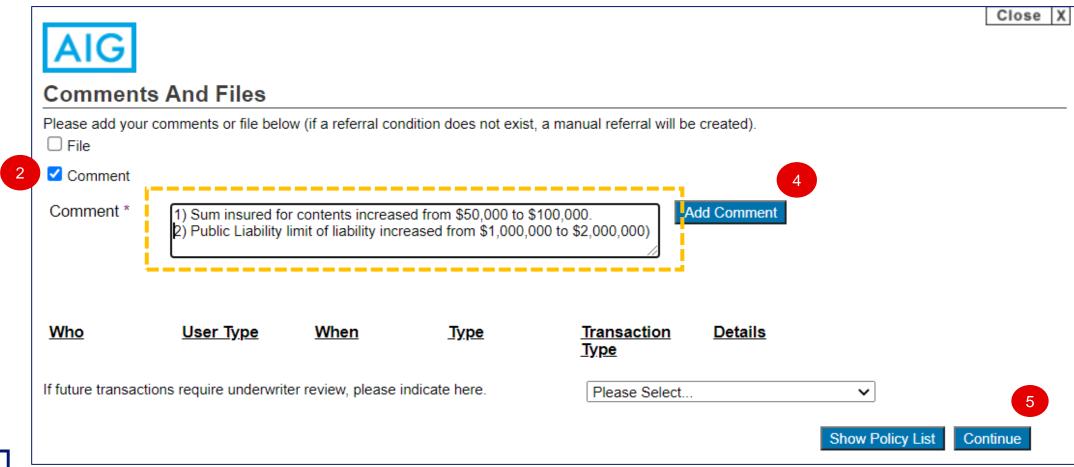
IMPORTANT ADDITIONAL NOTES: ADD IN COMMENTS FOR CASES WHICH REQUIRE REFERRAL

If referral is triggered, please click 'Comments & Files' to add any feedback to underwriter, if any. Click 'Submit Referral' to proceed. Once referral has been approved by underwriter, you will receive an email notification to login to issue endorsement.



IMPORTANT ADDITIONAL NOTES: ADD IN COMMENTS FOR CASES WHICH REQUIRE REFERRAL

- 2. Tick the comment box which will open up a text box as below
- 3. Key in the changes that you have made in this endorsement. Be as detailed as possible.
- 4. Click "Add Comment".
- 5. Click Continue.





Quick Tip on how to use Comments & Files

- Respond to underwriter's comments and submit referral accordingly
- If the quote does not trigger referral but you would like our Underwriter to look at any specific concern, please input comments and submit referral accordingly. If you are unsure, you may call commercial hotline at 6419 1800 to clarify
- Enter exact occupation/job categories in the comment section if the Job Type selection does not fit exactly (please continue to select the closest option)
- Attach any supporting document for review
- Attach completed WICA declaration pages as a record



16. Check the box to agree on the declaration.

Complete transaction

I/We hereby declare and agree that:

- a. The applicant/insured has expressly authorised me to communicate this instruction to AIG Asia Pacific Insurance Pte. Ltd. (the "Company") on his/her/their behalf.
- b. Statement Pursuant to Section 25(5) of the Insurance Act (Cap. 142) (or any subsequent Amendments thereof):
 - i. I/We have explained to the applicant/insured that he/she/they must disclose, fully and faithfully all the facts which he/she/they ought to know in respect of the risk being proposed.
 - ii. I/We have explained to the applicant/insured that if there is any inaccurate, incomplete or incorrect information provided in this application, the Company may have the right to reject all claims under any insurance issued and to treat any insurance issued as void from inception.
- c. I/We have explained to the applicant/insured and the applicant/insured has consented to the purposes for which his/her/their personal information is collected, used and disclosed as well as the parties to whom such personal information may be disclosed by the Company, as set out in the consent clause contained below. Consent

The individual(s) agrees and consents that the Company may collect, use and process his/her/their personal information (whether obtained in this application form or otherwise obtained) and disclose such information to the following, whether in or outside of Singapore: (i) the Company's group companies; (ii) the Company's (or the Company's group companies') service providers, reinsurers, agents, distributors, business partners; (iii) brokers, his/her/their authorized agents or representatives, legal process participants and their advisors, other financial institutions; (iv) governmental/regulatory authorities, industry associations, courts, other alternative dispute resolution forums, for the purposes stated in the Company's Data Privacy Policy which include:

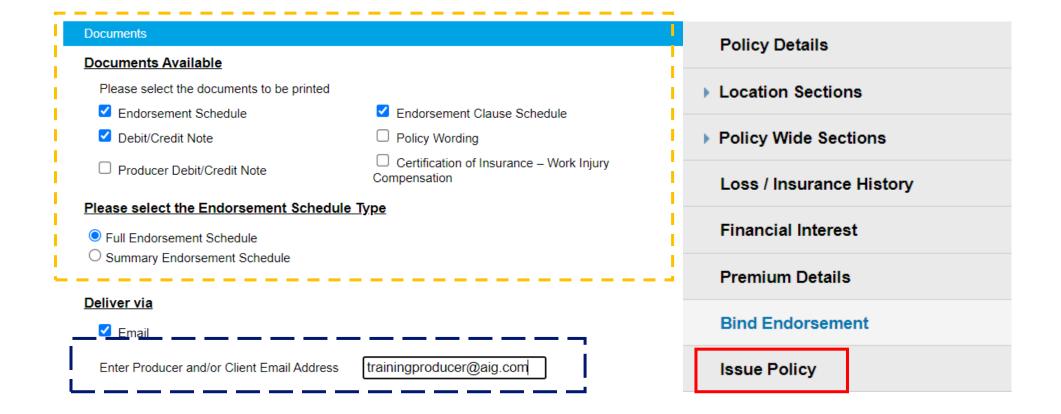
- i. Processing, underwriting, administering and managing my/his/her relationship with the Company;
- ii. Audit, compliance, investigation and inspection purposes and handling regulatory/governmental enquiries;
- Compliance with legal or regulatory obligations, risk management procedures and the Company internal policies;
- iv. Managing the Company's infrastructure and business operations; and
- v. Carrying out market research and analysis and satisfaction surveys.

Note: Please refer the applicant to the full version of the Company's Data Privacy Policy found at http://www.aig.com.sg/sg-privacy_1030_237853.html before you confirm that you have complied with the above representation and warranty.

d. If this is a cancellation I/we confirm that I/we have explained the reason for the cancellation to the insured and I/we have explained to the insured that they have no cover under this policy from the effective date of the cancellation and the insured acknowledges and understands this.

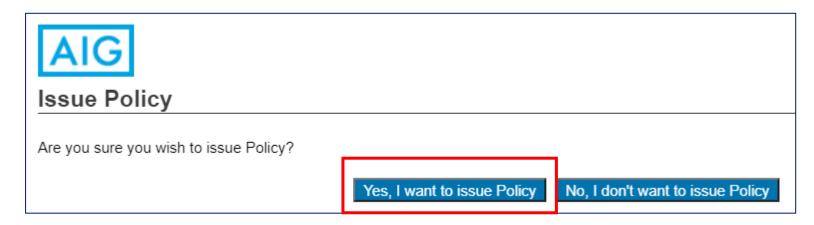


- 17. Check on the required documents to be created for Endorsement Issuance.
- 18. Enter Producer and/or Client Email Address.
- 19. Click on "Issue Policy"





20. Click "Yes, I want to issue Policy".



21. Click on the link to download the pdf copy of the endorsement. A soft copy is available to be downloaded now.

